


Approved for Release
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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN # 017, FY06, 29 CFR 1904.39

SUBJECT: Reporting of Occupational Injuries and Illnesses, Fatalities, Property Damage, and Hazardous Materials Releases

EFFECTIVE DATE: Upon release of this Human Resources (HR) Bulletin

EXPIRATION DATE: October 1, 2005

MODIFIES: Department Administrative Order (DAO) 209.3 Injury, Illness, Accident, and Fatality Investigation and Reporting and U. S. Department of Commerce Occupational Safety and Health Manual, Chapter 11 Incident Investigation, Reporting, and Recordkeeping

BACKGROUND: The Department must be informed of all incidents involving Department employees and property, regardless of extent or severity. To accomplish this, timely and accurate incident reporting from all bureaus and operating units is required.

PURPOSE: The purpose of this HR Bulletin is to improve incident reporting by requiring reports for hazardous materials incidents and removing all threshold levels for reporting.

APPLICABILITY: This HR Bulletin applies to all Department bureaus, agencies, offices, operating units, and other components.

CHANGES: All incidents involving injuries, occupational illnesses, fatalities, property damage, and hazardous material releases must be reported to the Director of the Office of Occupational Safety and Health regardless of severity, damage or hazardous material release amount. There are no thresholds for reporting requirements.

PROCEDURES: The Department official responsible for the injured employee(s), damaged property, or hazardous material shall report the incident by the quickest method available to the appropriate Safety Representative who shall inform the Director of the

Office of Occupational Safety and Health immediately upon receipt of the notification. The report shall use Form CD 137. Detailed additional information shall be appended. Additional information for incidents involving property damage, fire or hazardous materials release shall include:

Incident Type	Incident Type Specific Required Information	Required for All Incidents
Property Damage	<ul style="list-style-type: none"> • Cause of damage • Actions taken to limit, control or prevent damage 	<ul style="list-style-type: none"> • Detailed site/location description • Detailed description of damage • Estimated extent of incident (e.g., dollars, rooms, square feet, gallons) • No. of employees involved • Contractors involved to include number of employees involved • Impact on the general public (e.g., number exposed, community impact, public property damaged) • Time and date of notification to Safety Representative
Fire	<ul style="list-style-type: none"> • Cause of fire or source of ignition • Firefighter employer (e.g., DOC bureau, municipal, county, volunteer) • Firefighting Methods • Summary of fire fighting events and actions 	
Hazardous Materials Release	<ul style="list-style-type: none"> • Cause of the release • Handler of materials at the time of release to include organization or company and individuals • Materials released • Amount of each released material 	

REFERENCES: 29 CFR 1904.39, U. S. Department of Commerce Occupational Safety and Health Manual, Chapter 11 Incident Investigation, Reporting, and Recordkeeping, DAO 209.3 Injury, Illness, Accident, and Fatality Investigation and Reporting

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